

Commercial Certificate of Occupancy Application

Application Date:	Start of Business Date:
Location of Business:	
Business Name:	
Type of Business:	Land Line Telephone Number for 9-1-1 Purposes:
Property Owner's Name:	Telephone Number:
Property Owner's Address:	
Business Owner's Name:	Telephone Number:
Business Owner's Address:	

1. Provide a description of the current use(s) on the property. (For example: Second Floor apartment; First Floor commercial space.)

2. Provide a description of the proposed use(s) on the property. (see above)

ATTACHED THE FOLLOWING TO THIS APPLICATION:

3. **Site Drawings – Property:**
Provide a stamped surveyor drawing showing property lines, building(s) and off-street parking spaces.
4. **Site Drawings – Interior:**
- For Home Office Applications: Indicate the interior of the residence and the area within the home that will be used for the Home Office; indicate the percentage of floor area.
 - For Commercial Certificates: Provide a signed/sealed drawing, drawn to scale, showing the interior layout of the proposed business, including aisle widths, location of new items (tables & chairs for restaurants; beautician chairs for salons, restrooms, etc.)
5. ***Additional Requirement for Food Service Facilities.*** Attached Health Application and required fee.

Required Fee Submission:

Amount Submitted: _____

Fee Includes One Inspection.

Home Office	\$ 30.00
Commercial Certificate	\$ 35.00
Change of Use Permit	\$ 64.00
Health Bureau Review Fee	\$100.00
Tax License	\$ 25.00
Fire	\$ 75.00

Payment shall be made by:
Cash, Check or Money Order

Note: Additional fees may be required – refer to Fee Schedule, Form ____.